



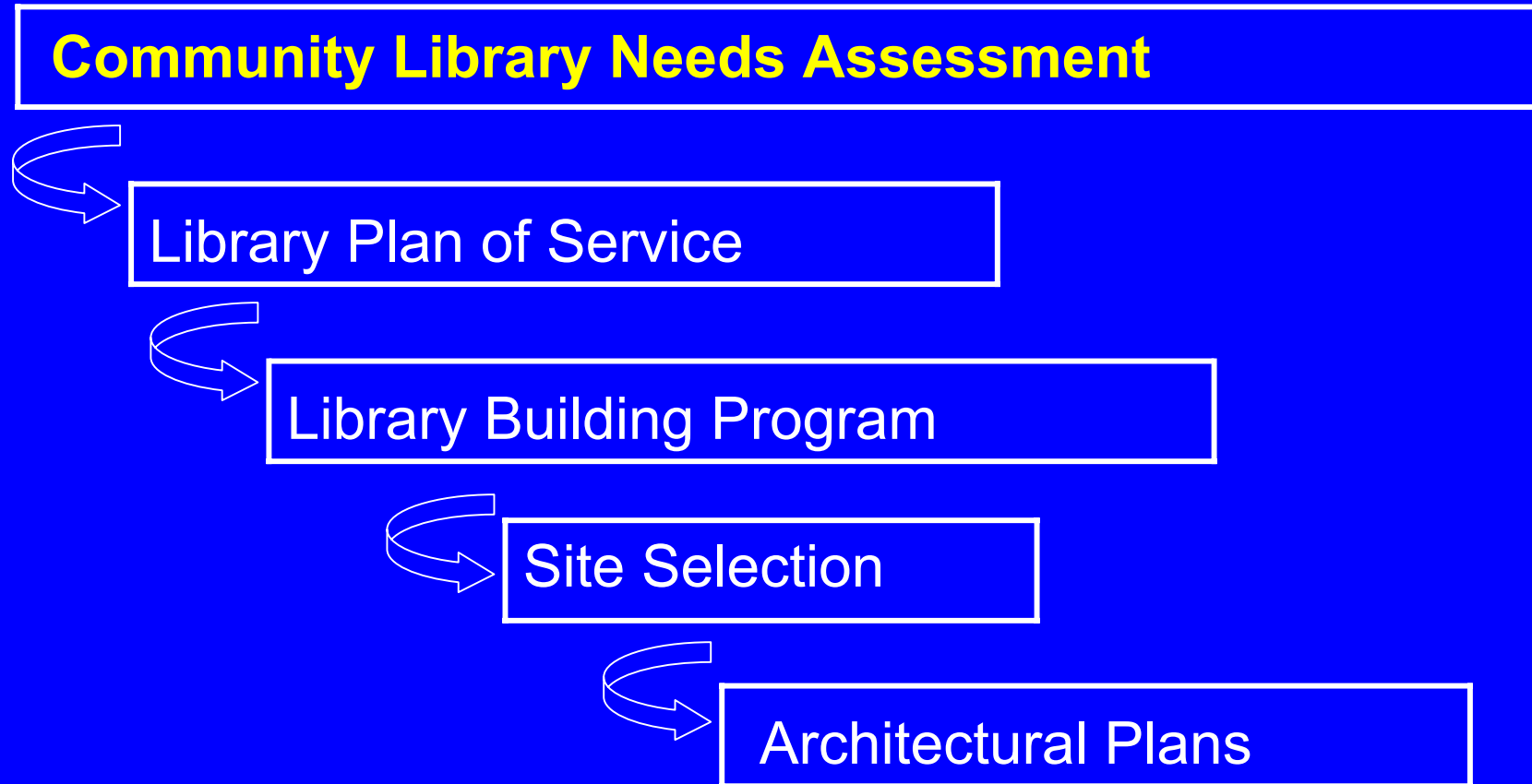
Supporting Document Submittals: Planning

**Community Library Needs
Assessment**

Page 26

How They Relate...

Library Planning Documents



Community Library Needs Assessment

Page 26

 All Applicants must submit a Community Library
Needs Assessment

- Demonstrate:
 - Why is the project needed?
 - What services are needed?
 - How does it fit into the rest of the library jurisdiction?

Joint Use Projects

- Collaboration between:
 - Public Library
 - Public School District(s)
- Assess Both:
 - What does the Public need?
 - What do the Students need?

7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- **Needs of Residents**
 - **Existing Library**
 - **Proposed Project**
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate
(Only for New Public Libraries)

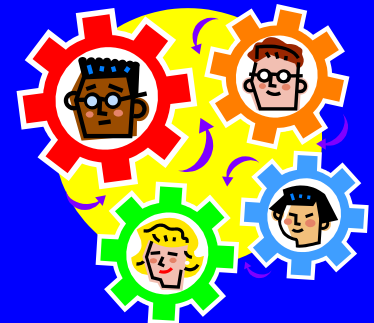
Review Factor

- Review Factor #4 -
 - The degree to which the
 - Existing Library is inadequate in meeting the needs of the residents
 - Proposed Project responds to the needs of the residents of the library service area



Needs of the Residents in THIS Community

- Who lives in the service area?
- What other agencies & services are available?
 - Need for joint use would surface



Who Prepares a Needs Assessment?

- Library Consultant not Required!
- You and your staff may have the Time and Expertise
- But, if not, get help
- Library Staff and Community Stakeholders must be involved

Library Consultant's Qualifications

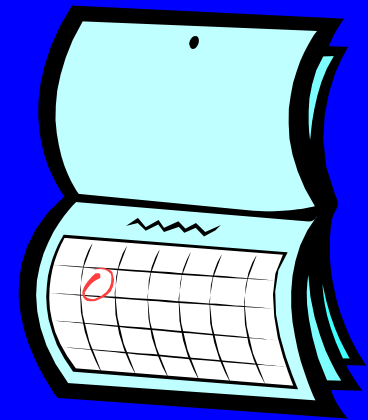
Page 4

- For Library Consultant's Fees to be Eligible Cost –
 - Qualifications:
 - MLS or equivalent 5th year degree in library science
 - Consulted on at least 5 different library projects in the past 10 years for the following:
 - Library Needs Assessment
 - Library Plan of Service
 - Library Facility Master Plan
 - Library Site Study
 - Library Building Program
 - Library Architectural Plans Review

Needs Assessment Date

Page 26

- Must reflect current needs
- Completed within 5 years of Application, *or*
- *Revised* within 5 years



Updating Older Needs Assessments

- Revise Entire Document, or...
- Append Revised Pages
to update original document(s)
- Append Required Sections
not in the original document(s)
- Add Executive Summaries to previously completed needs assessments

Needs Assessment Format

- Why don't the Regulations require a specific format?
 - Enables use of Previously Prepared Documents
 - Accommodates Individual Styles
 - Provides Flexibility
- Required components may be in *any* required document (Page 26)
 - Space needs assessment

Needs Assessment Components

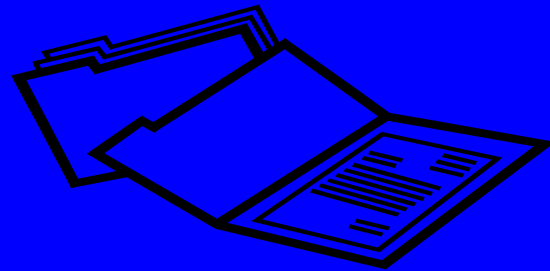
Page 61

- Table of Contents
- Overall & Section Executive Summaries
- Needs Assessment Methodology
- Community Analysis
- Community Characteristics Discussion
- Analysis of Library Service Needs
- Service Limitations of Existing Library
- Physical Limitations of Existing Library
- Space Needs Assessment

Table of Contents Is Important!

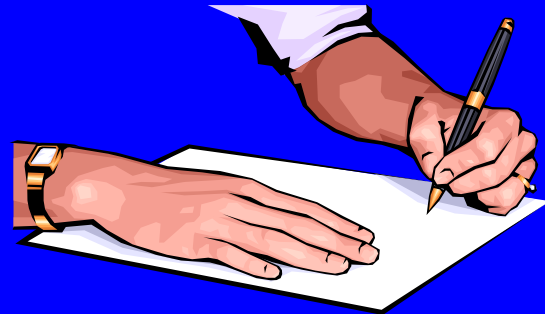
Page 61

- Page #'s for Each Section and Executive Summary
- Staff Needs to Locate Required Components Easily



Executive Summaries

- Synthesize Major Points
- Clear & Concise Writing!
- Make a Solid Case
- Communicate –
 - The Need
 - The Basis of the Need



Executive Summary Length

Page 61

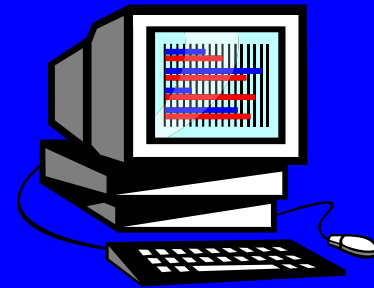
- *Up to* 2 Single-Spaced pages
 - Less *is* more
 - Don't have to fill the space
- May be Shorter than 2 pages
 - “Snow Jobs” do not help
 - Cut to the Chase!



Executive Summary Format

Page 61

- Computer Fonts:
 - At least 11 point



- Typewriter:
 - At least 12 pitch (elite)



Required Executive Summaries

- Overall Summary
- Methodology Used
- Community Analysis
- Analysis of Library Service Needs
- Service Limitations*
- Physical Limitations*

* Separate Summary for Co-located

Overall Executive Summary

Page 61

- Overview of ALL Findings
- Cite Most Relevant Demographics
- Joint Use Projects:
 - Also Describe Student Needs



Methodology

Page 61



- Who was involved?
 - Individual Residents
 - Non-Users
 - Users
 - Community Leaders
 - Community Organizations
 - Special Interest Groups
 - Local Agencies
 - Schools
- How Many Were Involved?
- Strive for Community Consensus

How Were They Involved?

- Surveys
- Focus Groups
- Community Meetings
- Public Forums
- Other Methods



Joint Use Methodology

Page 61

- Involvement of School Stakeholders –
 - Students
 - Certified Library Media Teachers
 - Teachers
 - Superintendents
 - Principals
 - School Board Members
 - Parents
 - School Support Organizations



Community Analysis

Page 62

- Analyze Factors that Impact Library Services
- Identify & Discuss -
 - Government Agencies
 - Public & Private Schools
 - Home School Groups
 - Community Organizations
 - Demographics of Residents
 - Size
 - Growth
 - Characteristics

Data Sources

Page 62

- Obtain demographic data from these sources:
 - Federal
 - State
 - Regional
- Cite the Sources of Demographic Data



What Demographic Data Must Be Included?

Page 62

- Academic Performance Index (API)
- Poverty Rate
- Per Capita Income
- Literacy Rate
- Unemployment Rate
- Age of Population
- Occupations
- Median Property Value
- Educational Level

Other Data (Optional)

- Relevant to Library Plan of Service
 - Other Characteristics Unique to the Service Area
 - Languages
 - Spanish
 - Chinese
 - Vietnamese
 - Other



Data Unavailable...

Page 62

...For project service area?

- Use data for jurisdictions where the project is located:
 - City
 - County
 - Region
- If data not available, say so!

Compare Data

Page 65

- The Demographic Data must be compared to State & National Norms!
 - To extent data is available
- Comparison = Perspective
 - How your community differs



Analysis & Discussion of Community Characteristics

Page 63

- What are the Characteristics of the Residents?
- How are Residents different from other communities?
- What do the Residents need?
- How does it impact the Library Plan of Service?

Analysis of Library Service Needs

Page 63

- What library services are needed?
 - Study what you've gathered
 - Demographics will give clues
 - High unemployment rate = career center?
 - Respond to residents input
 - Need for Meeting Space?

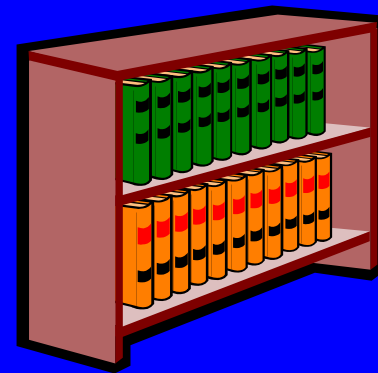


- Are there Logical Partnerships?
 - Does the community college need group study space?
 - Is there a literacy group that needs access to computer-based literacy training?
- Who else is providing services?
 - Are public schools providing homework centers?

Service Limitations of Existing Libraries

Page 63

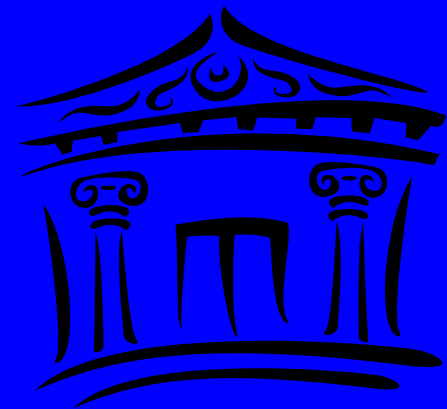
- How Inadequate is the Existing Library?
- How Inadequate are:
 - Collections?
 - Reader's Seating?
 - Staff Work Areas?
 - Technology?
 - Meeting Rooms?
 - Special Purpose / Miscellaneous Space?
- Describe library services that are needed, but not currently available.
- Joint Use Projects –
 - Same as above, but for School Library Services

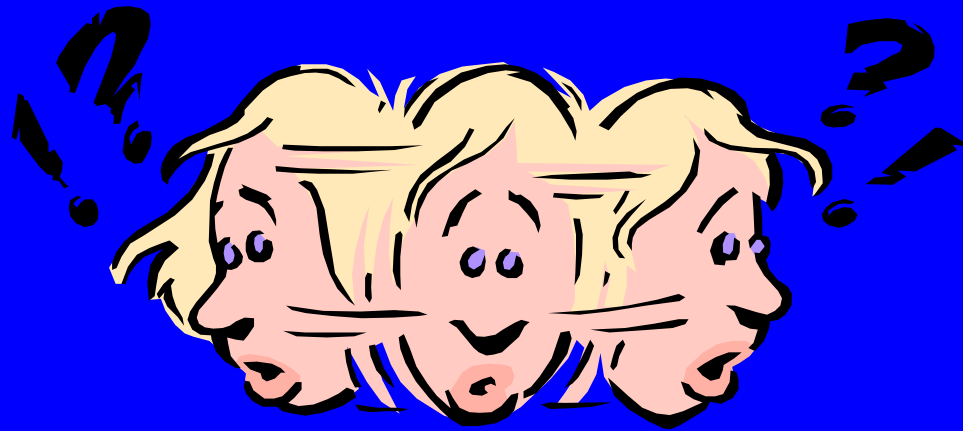


Physical Limitations of Existing Libraries

Page 64

- How is the Existing Library Inadequate?
- Consider:
 - Structural
 - Energy Conservation
 - Health & Safety
 - Disabled Access
 - Acoustics
 - Space Flexibility / Expandability
 - Functional Spatial Relationships
 - Site
 - Other Considerations
- Co-Located Projects –
 - Same as above for Inadequate School Library Facility(s)





Space Needs Assessment

Page 64

- How many Square Feet *should* there be for:
 - Collections?
 - Readers' Seating?
 - Staff Work Areas?
 - Technology?
 - Meeting Rooms?
 - Special Purpose / Miscellaneous Space?
 - Non-Assignable Space?
 - Stairs, Mechanical Rooms, etc.

Sizes of the Spaces

- How was the Square Footage of the Space Determined?
- Describe in Detail:
 - How was the square footage for the space calculated?
 - What assumptions were made?
 - What were calculations based on?
 - What sources were relied upon?

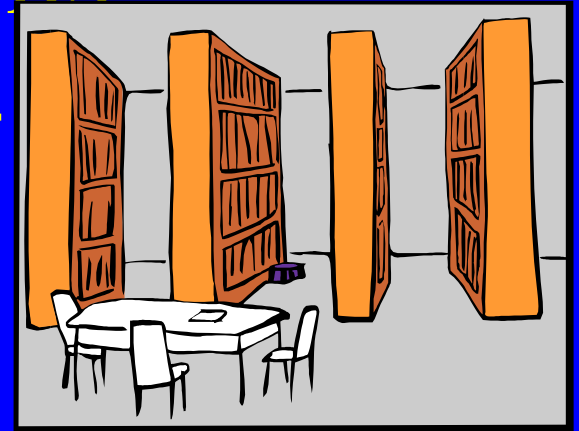
Calculating Space for Library Collections

- Crucial to Planning
 - Often Miscalculated
- Architects Need to Know What We Know About...
 - Flow of Stacks
 - Configuration of Stacks
 - Divisions of Materials
 - Not All Books the Same Size
 - Same for AV Materials

Getting to Space for Library Collections

Page 64

- Current Status of Collections
- Capacity in Proposed Project
- Collection Development
 - Justify, Based on Demographics:
 - Size of Collections
 - Types of Collections
 - Basis Used:
 - Anticipated Purchasing Patterns
 - Use Statistics
 - Standards
 - Guidelines



Summary of Projected Collections

Page 65

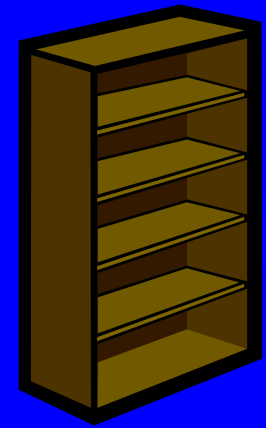
- Size of Each Collection
- Format
 - Books
 - Audio-Visual
 - Magazines
- Category
 - Adult / Young Adult / Children / Juvenile
- Sub-category
 - Non-Fiction, Fiction, Reference
- Assumptions for Sub-Categories
 - Volumes per Linear Foot
 - Percent in Circulation



Collection-to-Space Conversion Chart

Page 65

- Convert Sub-Category Volumes to Space:
 - Conversion Factors Used:
 - Type of Shelving Unit
 - Size & Number of Shelves
 - # of Volumes / Unit
 - # of Shelving Units Needed
 - # of SQ FT / Shelving Unit
 - # of SQ FT for All Shelving



Readers' Seating

Page 65



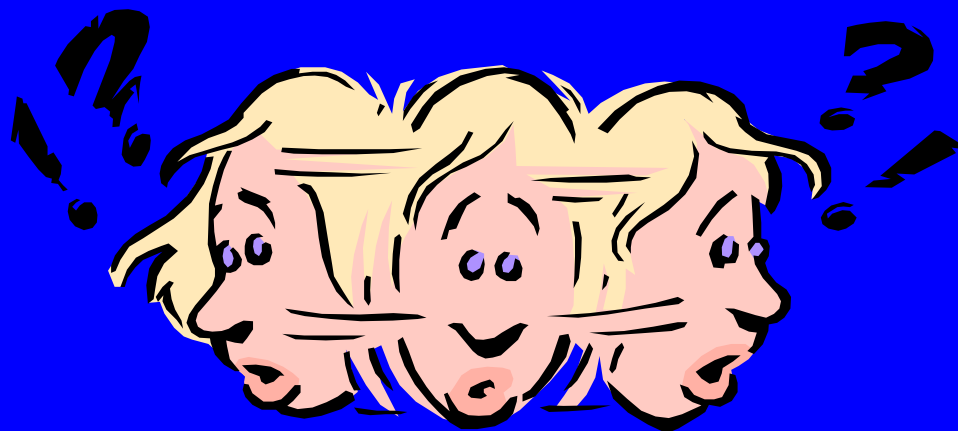
- How Many Readers' Seats?
- Based on Standards / Guidelines?
 - 5 Seats / 1,000 People?
- Type of Seating:
 - Lounge, Table, Carrel
- Allocation of Seating:
 - Adult, Young Adult, Children
- Conversion to SQ FT Factors:
 - 25 - 30 SQ FT / Table Seat
 - 35 - 45 SQ FT / Carrel Seat
 - 30 - 40 SQ FT / Lounge Seat



Non-Assignable Space

Page 66

- NASF = Non-Assignable SQ FT
- Percentage of NASF
 - Ranges between 20% – 30% of Gross Square Footage
 - 25% is Average
 - Below 15% usually either:
 - Reduces Programmed Space
 - Increases Building Size
- Amount of NASF



Supporting Document Submittals: Planning

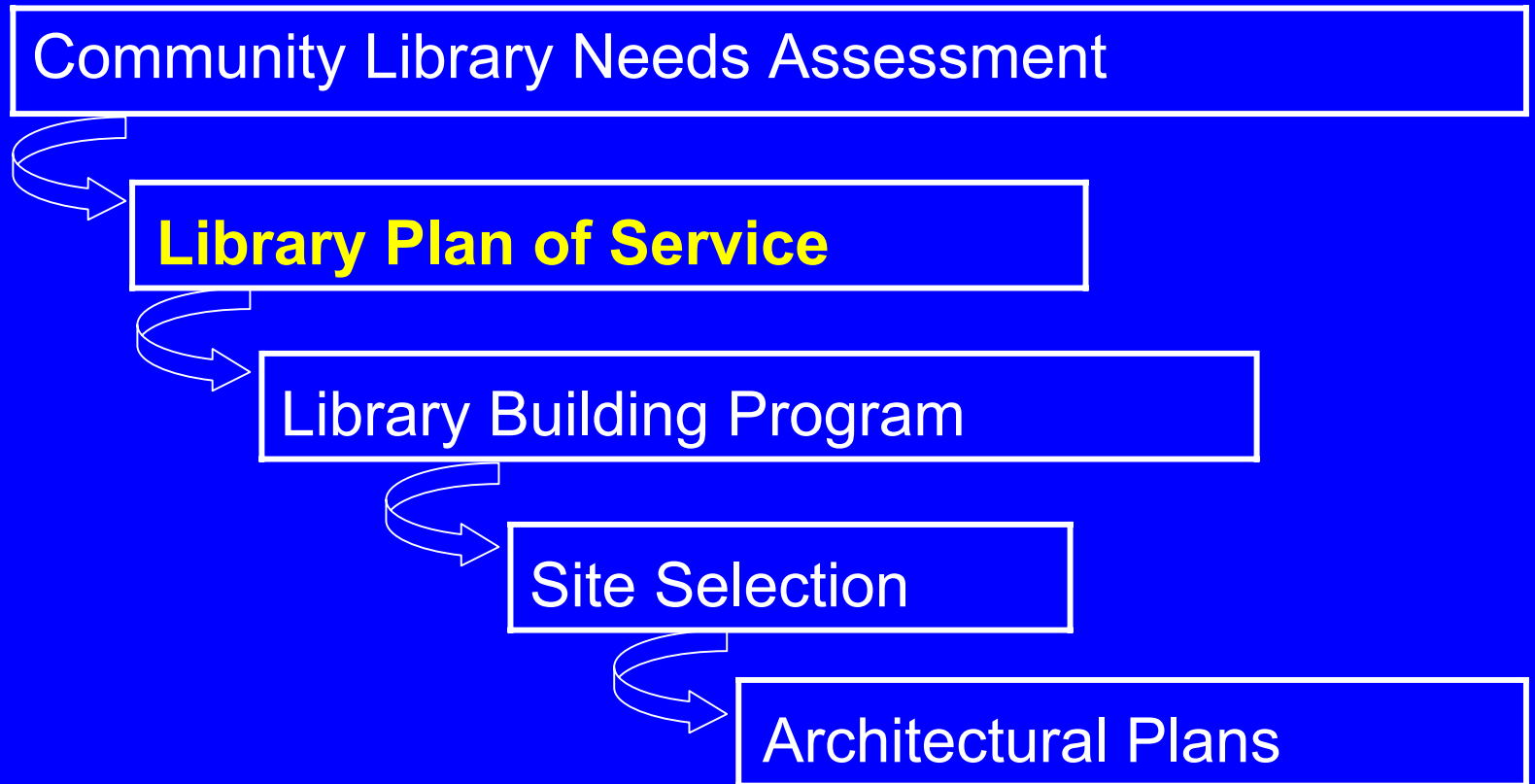
Library Plan of Service

Page 27



How They Relate...

Library Planning Documents



What Library Services should be in the Plan?

- Library Services should be an out-growth of Needs Assessment:
 - What services did the needs assessment indicate?
 - How will the proposed project address the needs?
- Not a “Cookie-Cutter” library
 - Make it your own
 - Library to fit your community

7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- **Needs of Residents**
 - Existing Library
 - **Proposed Project**
- Appropriate Use of Technologies
- Appropriate Site
- Financial Capacity to Operate
(Only for New Public Libraries)

Library Plan of Service

Page 27

 Applicants must submit a Library Plan of Service

- Review Factor #4 -
 - The degree to which the
 - Proposed Project responds to the needs of the residents of the library service area



Library Plan of Service Components

Page 67

- Executive Summary
- Mission Statement
- Goals and Objectives
- Services to be Offered
- Jurisdiction-Wide Service
- Technology

Executive Summary

- Same format as for Community Library Needs Assessment
- Overview of Major Services and how they respond to Needs identified
- Show Continuity!

Mission Statement

Page 67

- What's the Library's Mission?
 - Services should match the Mission
 - Services should not be designed to get a grant, but to meet community needs
- Co-located joint use:
 - Include the School Library's Mission statement

Goals and Objectives

Page 67

- What are the Goals for the Library within the Community?
- Indicate how Goals & Objectives respond to the needs identified in the Needs Assessment
- Describe the Library Services in terms of -
 - Goals and
 - Specific Objectives
 - Utilizing Service Indicators

Sample Goal & Objective

- GOAL:
 - To provide residents with current leisure reading materials
- OBJECTIVE:
 - To provide best sellers to residents within one week of appearance on the XYZ Newspaper Column
- SERVICE INDICATOR:
 - Request Fill Rate

Types of Services Offered

Page 67

- All Applications:
 - Detailed Description of Services
 - Business Services
 - Young Adult Services
 - Outreach Services
 - How does Service Plan meet the Needs of the Residents?
 - Describe Implementation Plan

Implementation Plan

- Describe:
 - Staffing / Volunteers
 - Programming
 - Hours of Service
 - Collections
 - Special Services
 - Community Services
 - Partnerships

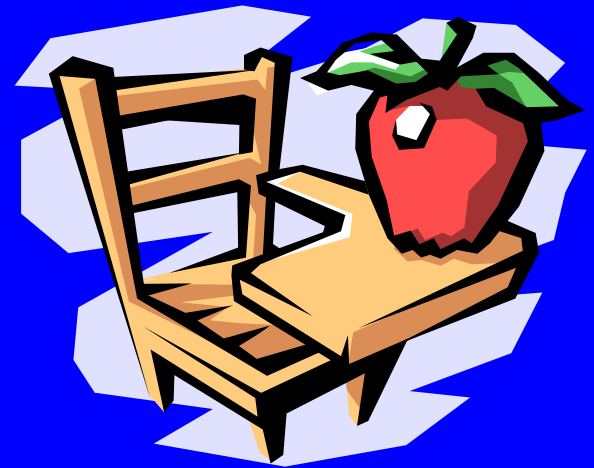
Community Services & Partnerships

- Adult Education
- Senior Citizens
- Literacy Training
- After-School Programming
- Homework Center
- Computer Literacy
- Internet Training
- Others?
 - Specific to your Community

Co-Located Projects -Types of Services

Page 68

- How will the Service Plan meet the needs of the K-12 Students?
- What's different from what you'd do anyway?



Joint Venture Projects - Types of Services

Page 68

- Again, how will the Service Plan meet the needs of the K-12 Students?
- Describe why *this* specific service was selected for the students?
 - Homework Center
 - Career Center
 - Computer Center
 - Etc.



Jurisdiction-Wide Service

Page 68

- How does the project fit into the overall plan of service?
 - Why is *this* project needed to fill a service need for the jurisdiction?
 - What is the downside if it is not built?

7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- Needs of Residents
 - Existing Library
 - Proposed Project
- **Appropriate Use of Technologies**
- Appropriate Site
- Financial Capacity to Operate
(Only for New Public Libraries)

Tech



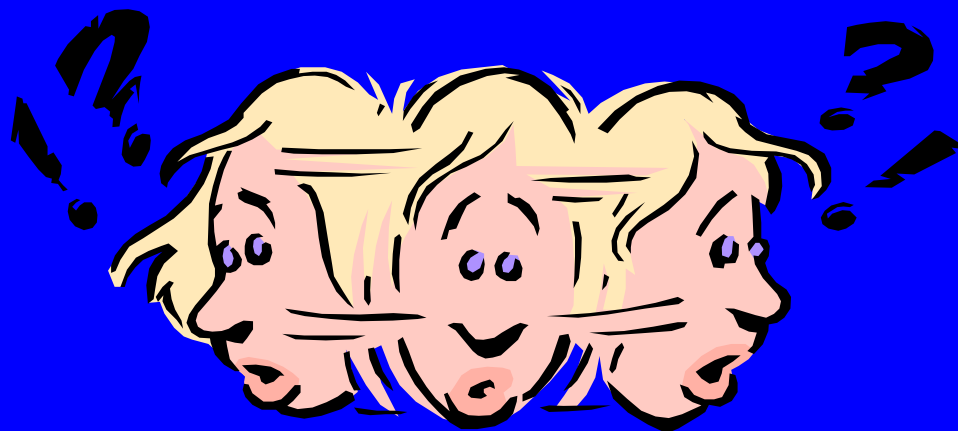
- Review Factor #5
 - “The degree to which the library’s plan of service integrates appropriate electronic technologies into the proposed project.”
- Describe how technology will address identified needs.
 - This is not the “Lets throw money at Technology Act”
 - Use Technology as a Tool
- Describe how implemented in the Plan of Service & Building Program

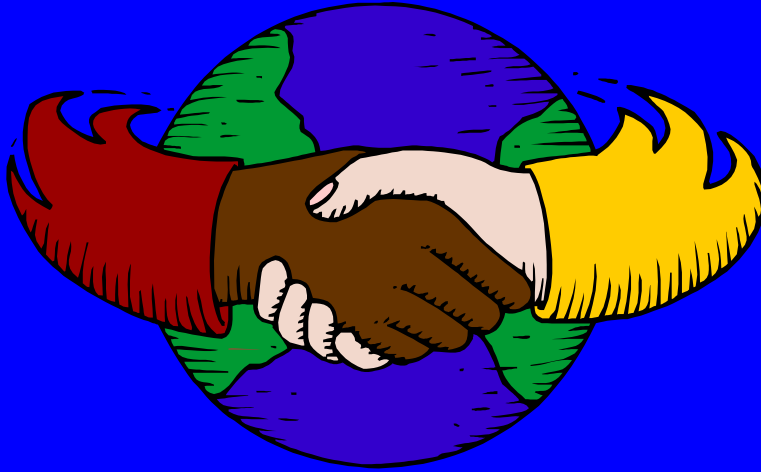
How Will Information Technologies...

- Integrate Library Services?
 - Web Sites in Catalog
- Support Library Services?
 - Automated Readers' Advisory
- Extend Delivery of Services?
 - Remote Catalog / Circ Access
- Joint Use Projects –
 - How will technology meet the needs of K-12 Students?

Executive Summary

- Overview of Technology Integration in the Library Plan of Service to meet the Needs of the Residents





Joint Use Projects & Cooperative Agreements

Page 26

“Joint Use” Projects

Page 10

- Two types of “Joint Use” -
 - “Co-Located” Library
 - “Joint Venture” Project

“Co-Located” Library

Page 2

- A combined public library and public school library located in a single facility
- Either on or off school campus
- To be an eligible cost all space must be “devoted to the delivery and support of public library direct service”
- Cooperative Agreement

“Joint Venture” Project

Page 10

- Serves both the Public and any combination of K-12 Students
- Types of Joint Venture Services:
 - Computer Center
 - Family Literacy Center
 - Homework Center
 - Career Center
 - Shared Electronic/Telecom Services
 - Subject Specialty Learning Center
 - “Other” Collaborative Library Service w/ Benefit for K-12 Students

– ***BE CAREFUL!***



Cooperative Agreement

Competitiveness of Joint Use Projects

- Needs Assessment
 - Is a clear need for this type of project shown in the needs assessment?
 - i.e., Does it make sense?
 - Have school “stakeholders” been involved?
 - Is it really a “partnership”?
 - Or in Name Only?

Cooperative Agreement

Page 26



All Applicants with Joint Use Projects must submit a cooperative agreement between:

- The *agency that operates* the proposed library
 - **Not** Always the Applicant
 - City Library Operated by the County
 - **Not** the Branch or Main Library

AND

- One or more public school *districts*
 - **Not** the specific school

What to strive for...

- A Cooperative Agreement that:
 - Comprehensive & Well Thought Out
 - Takes Time to Develop
 - Can't be an Afterthought
 - Start *Yesterday!*
 - Demonstrate Consensus
 - “Win / Win” Solution
 - Mutually Beneficial
 - Partnership to benefit both students and all residents



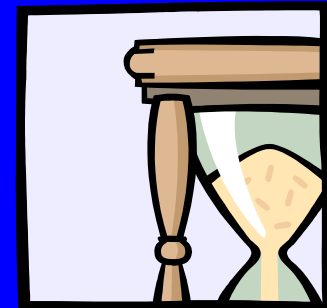
Cooperative Agreement Required Elements

Page 60

- Like a Prenuptial Agreement
- Appendix 2:
 - Roles & Responsibilities defined
 - Services clearly described
 - Hours for Public & Students
 - Use of Staff & Volunteers
 - Ownership issues resolved
 - Funding Sources & Uses specified

Required Elements Continued ...

- Operation, Maintenance, & Management
- Field Act Applicability Statement
- Renewal Process for Agreement
 - No Termination for 20 years
- 20-Year Joint Use Services
 - Similar Services, Modified over Time
- 40-Year Public Library Services

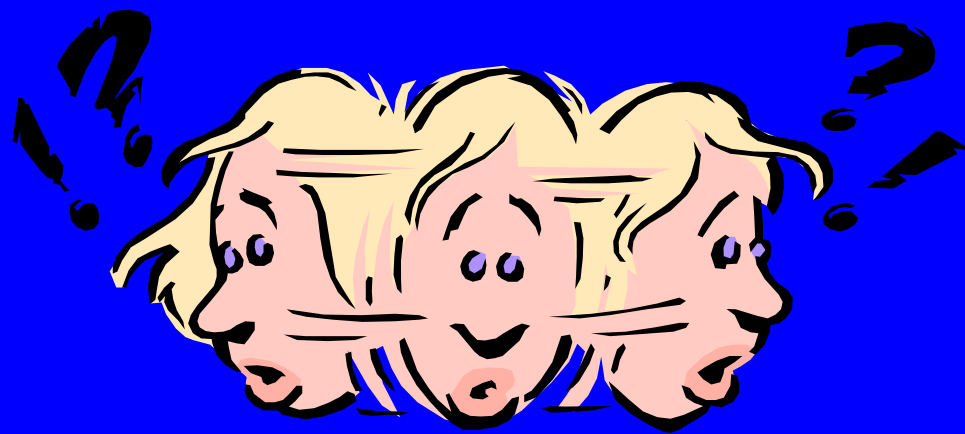


For Example...



- Funding Sources & Uses
 - Funding Amounts from Each?
 - What Will Funds be Used For?
 - What Will They *not* be Used For?

- Staffing
 - What Staff Will Each Party Provide?
 - How Many?
 - What Qualifications?
 - Full Time or Part-time?
 - Number of Hours of Each



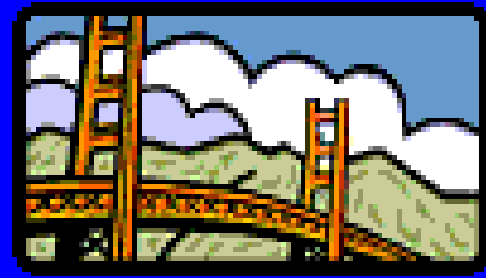


Library Building Program

Page 27

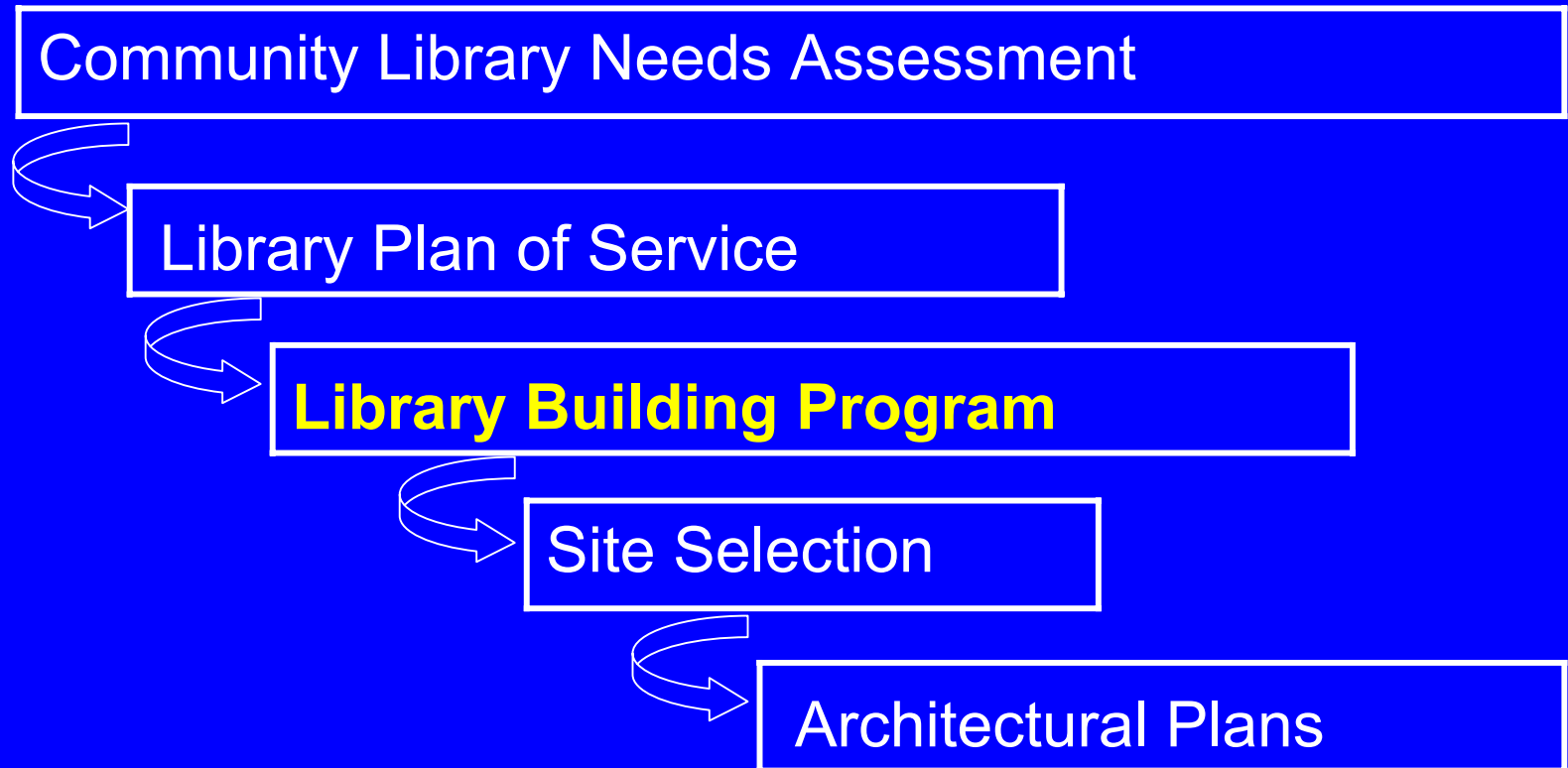
What is a Library Building Program?

- A document that translates a Service Plan into a Space
- Communication Tool
- Bridge between ...
 - User Community
 - Library Professionals
 - The Design Team
 - Architect
 - Engineers
 - Interior Designer




How They Relate...

Library Planning Documents



Is the Building Program Required?

Page 27

 Applicants must submit a Library Building Program based on the Plan of Service

7 Bond Act Review Factors

- Needs of Urban and Rural
- Population Growth
- Age and Condition of Library
- **Needs of Residents**
 - Existing Library
 - **Proposed Project**
- **Appropriate Use of Technologies**
- Appropriate Site
- Financial Capacity to Operate
(Only for New Public Libraries)

Building Program - Required Components

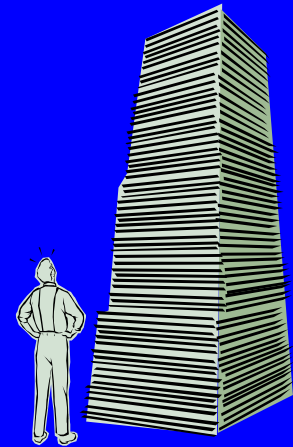
Page 69

- Appendix 5 – (Minimum List)
 - Table of Contents
 - Overview & Introduction
 - General Requirements of the Library Building
 - Spatial Relationships
 - Summary of Space Requirements
 - Space Descriptions
 - Preliminary Project Budget

Table of Contents

Page 69

- Page Numbers for each Division
 - Finding Aid –
 - Designers
 - OLC Staff
 - Accessibility = Increased Use!



Overview & Introduction

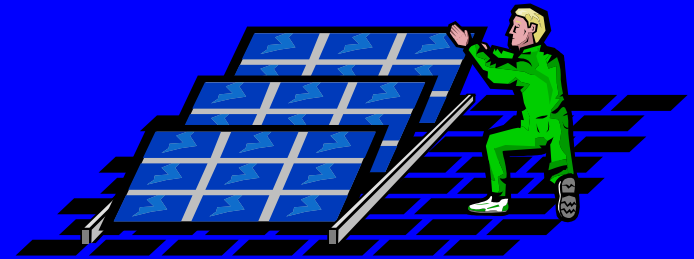
Page 69

- General Introduction to Project
- Overview of the Need for the Project
- Project Time Schedule
- How the Library Building Program relates to the Architectural Design
- Roles & Interrelationships of Library Building Team

General Requirements of the Library Building

Page 69

- General narrative for the entire library including:
 - Occupancy by Staff and Patrons
 - Type and Size of Collections
 - Flexibility & Expandability
 - Staff Efficiency
 - Energy Efficiency
 - Fenestration
(Windows, Skylights, etc.)
 - Space Finishes
 - Access for the Disabled



More General Requirements ...

- Acoustics
- Environmental Conditions (HVAC)
- Illumination
- Power and Data Communication Requirements
- Security Systems
- Signs
- Audio-Visual Systems
- Visual Supervision
- Master List of Furniture & Equipment



An Example ...

- OLC Website –
 - “Planning Assistance” Link
 - “Libris Design” Web site
 - [General Requirements for the Public Library Building](#) Link
 - » Power & Data Management
 - » Lighting for Libraries
 - » More to Come in Future

Ways to do a Building Program –

- Who Does it?
 - Library Management Team
 - Library Consultant
 - Architect
- How does it get done?
 - Handwritten on a Napkin
 - Typewriter
 - Word Processing / Spreadsheet
 - Database
 - Libris Design
 - CSL – LSTA Project



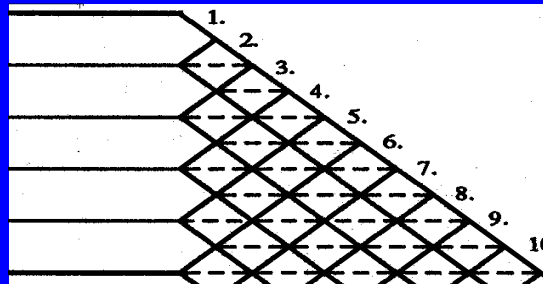
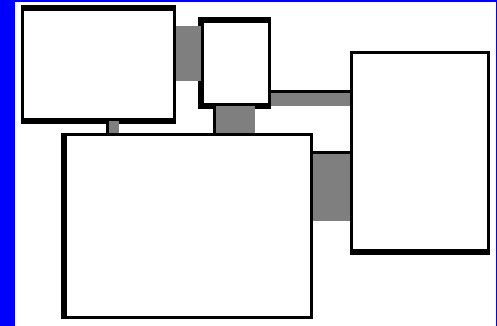
What is Libris Design?

- A Database that allows users to create Library Building Programs and Project Cost Estimates
- Where can I get it?
 - www.librisdesign.org
- Where can I find Training?
 - www.Infopeople.org



Spatial Relationships

- Description of the Building's Spatial Relationships
 - Narrative
 - Adjacent:
 - » Circulation Desk
 - Close:
 - » Children's Entrance
 - Spatial Diagram
 - Matrix



Summary of Facility Space Requirements

Page 70

- Summary of the Spaces
 - Name of the Space
 - Its Square Footage (ASF)
- Example:
 - Circulation Services 900 ASF
 - Book Return Room 50 ASF
 - Branch Manager's Office 150 ASF
 - Circulation Desk 400 ASF
 - Circulation Workroom 300 ASF
 - Fiction Collection 1,500 ASF
 - Fiction Collection & Seating 1,500 ASF

Space Descriptions

Page 70

- Describe each individual space in detail utilizing the following:
 - Assignable Square Footage
 - Occupancy by Staff & Patrons
 - Type & Size of Collections
 - Functional Activity Description
 - Spatial Relationships
 - Flexibility & Expandability
 - Fenestration
 - Power, Data, & AV
 - Illumination
 - Etc.



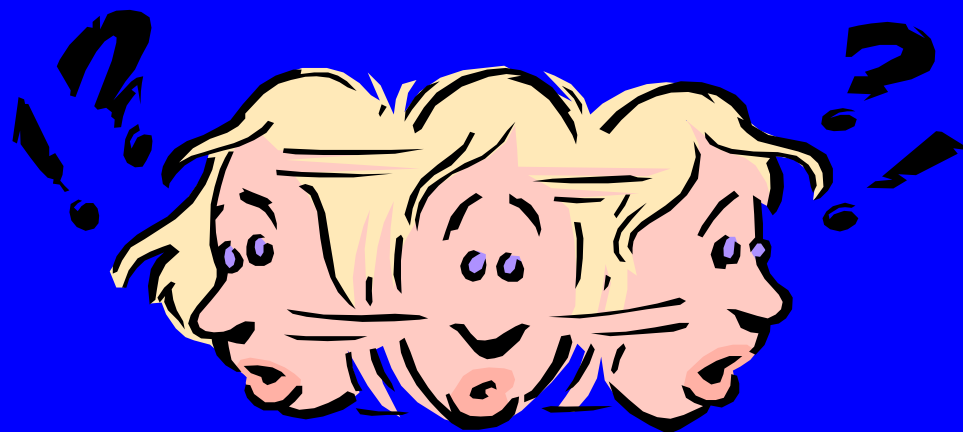
Preliminary Capital Outlay Project Budget Page 70



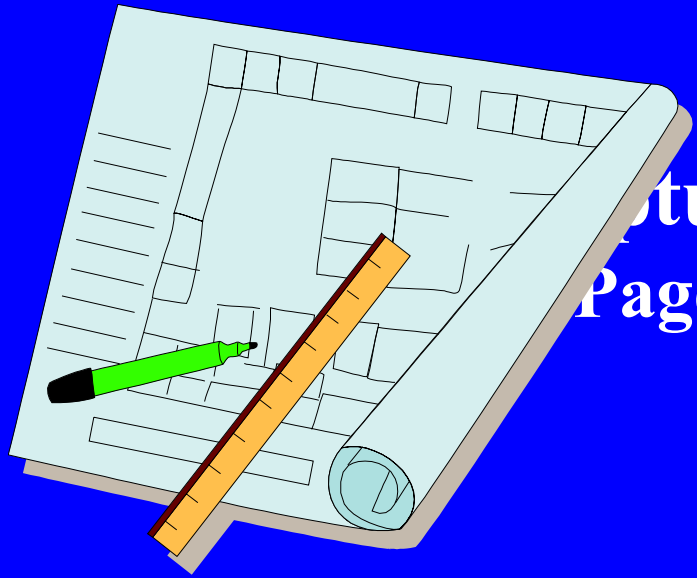
- Very Early Budget Estimate
- Provides Library Consultant & Administration early input
- Won't match the final project budget in Application Form

Simple Line Item Budget

Construction Cost	\$1,000,000
A&E Fees	\$20,000
Site Acquisition	\$500,000
Furniture & Equipment	\$150,000
Etc.	
TOTAL:	\$1,670,000



Supporting Document Submittals: Planning



Actual Plans
Page 27

How They Relate...

Library Planning Documents

Community Library Needs Assessment



Library Plan of Service



Library Building Program



Site Selection

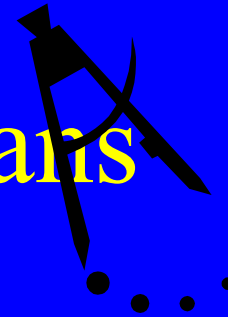



Architectural Plans



Conceptual Plans

Page 27

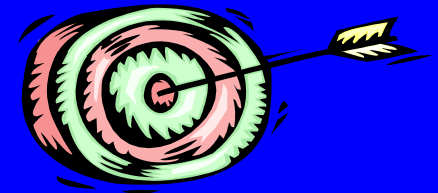


 All Applicants must submit conceptual plans with an Application

- Drawings at least 24” x 36”
- Plans are the basis for the Construction Cost Estimate
- California-Licensed Architect is required

Why Require Conceptual Plans?

- Verify Planning Documents & Application Form Information
- Demonstrate Continuity in Planning Documents to Architectural Plans
- So the Board can “see” what they are funding
- More Accurate Project Budget
- Aesthetics Not Evaluation Factor



What Do Conceptual Plans Consist of ?

Page 27

- Applicants must submit the following Conceptual Plans:
 -  Area Plan
 -  Site Plan
 -  Floor Plan
 -  Sections
 -  Elevations
 -  Outline Specifications

Multipurpose Projects

Page 27

- Applicants must submit the Conceptual Plans for both:
 - Total Multipurpose Project
 - Library Portion of the Project



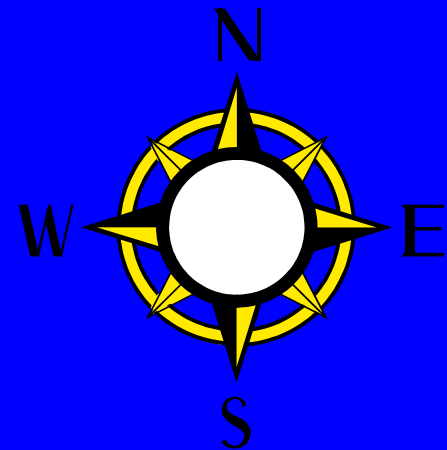
What about more highly developed plans?

- Can you submit:
 - Schematic?
 - Design Development?
 - Working Drawings?
- Submit what is called for!
 - *MUST* have Conceptual Plans
- No grant award advantage for further developed plans

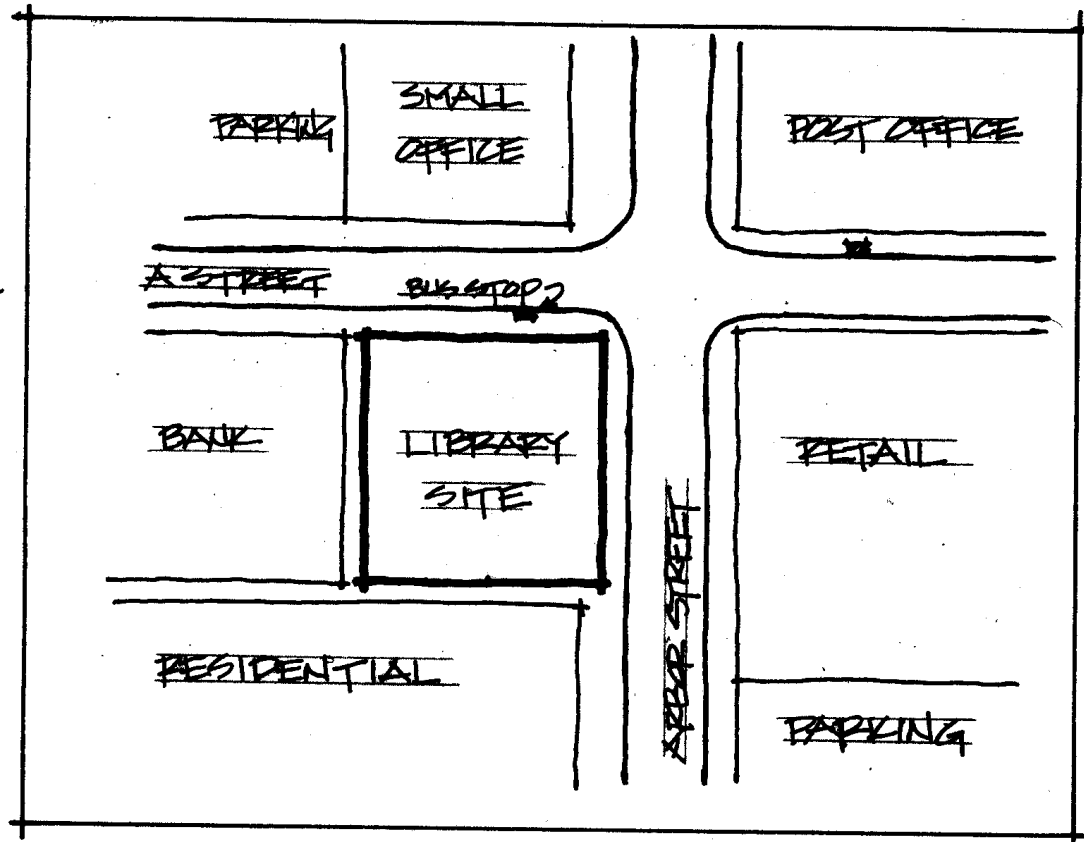
Area Plan

Page 27

- The Area Plan must show:
 - The Library Site in context:
 - Neighborhood Buildings
 - Parking
 - Public Transit Stops
 - Streets
 - Demonstrate the project is compatible with scale & character of the surrounding neighborhood



Area Plan



AREA PLAN EXAMPLE

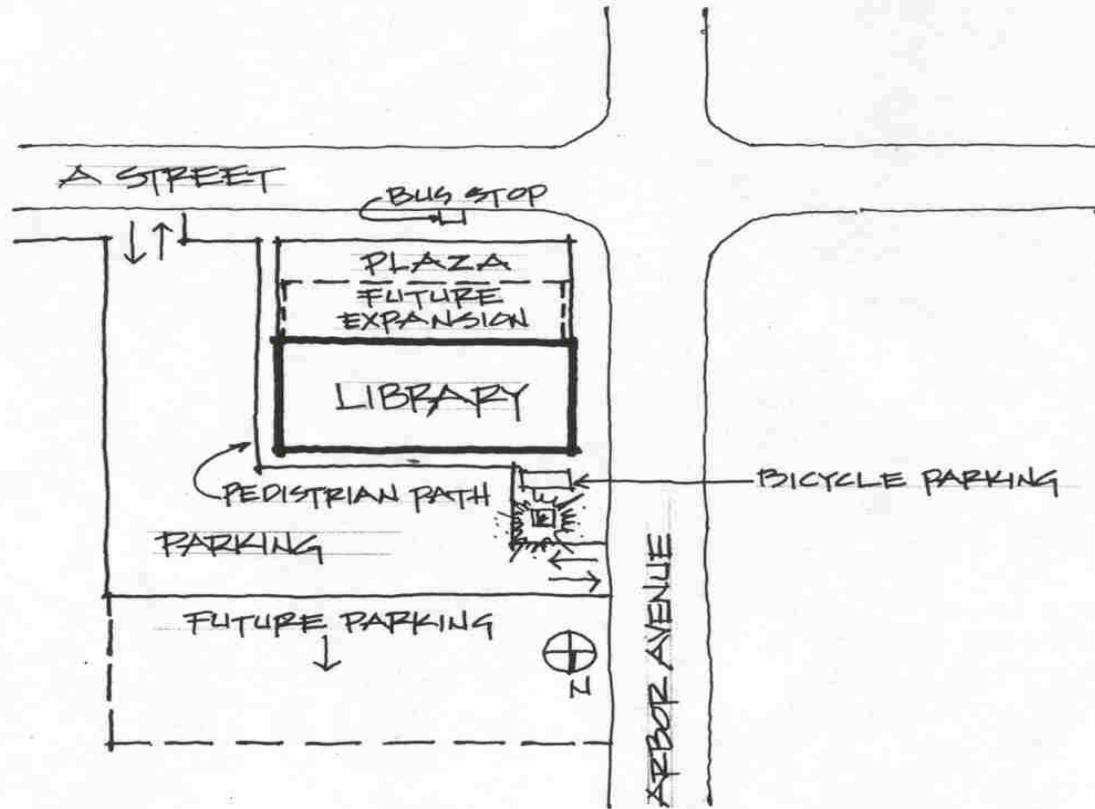


Site Plan

Page 27

- The Site Plan must show:
 - Library Building
 - Automobile & Bicycle Parking
 - Access Roads
 - Bicycle & Pedestrian Paths
 - Future Expansion:
 - Building
 - Parking
 - Indicate North

Site Plan

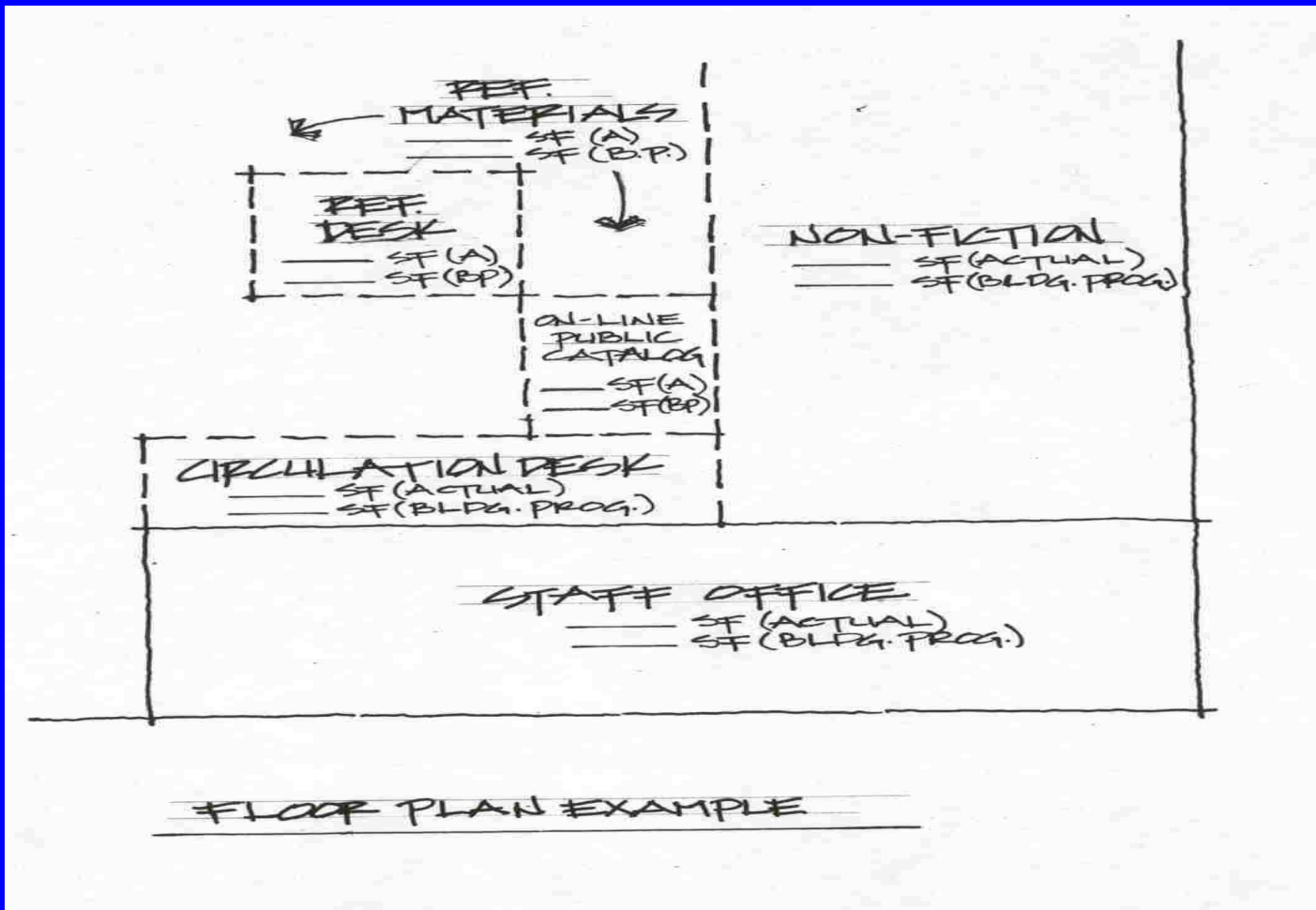


SITE PLAN EXAMPLE



- The Floor Plan must show:
 - Name of Programmed Spaces
 - With Assignable Square Footage
 - In Building Program
 - Actual on Plan
 - Continuity in Planning Documents
 - Non-Assignable Spaces

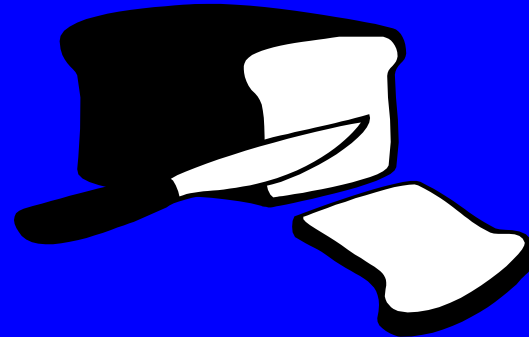
Floor Plans



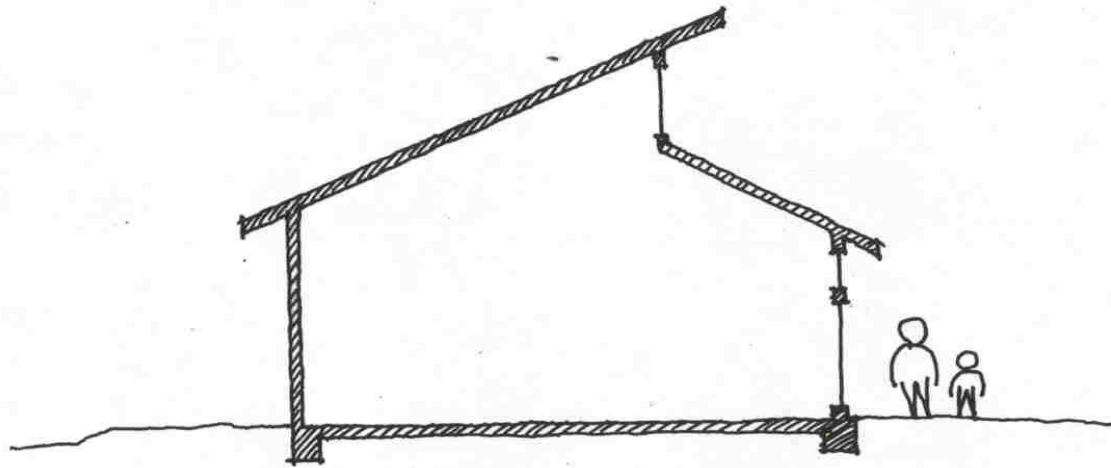
Building Sections

Page 27

- Two Sections of the Building
 - (Cross-Section)
 - One Longitudinal
(North / South)
 - One Latitudinal
(East / West)



Building Section

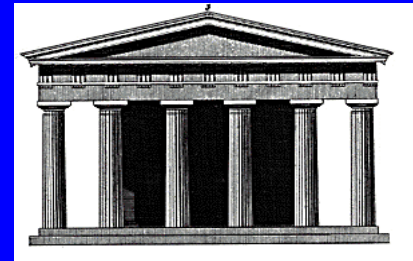


SECTION EXAMPLE

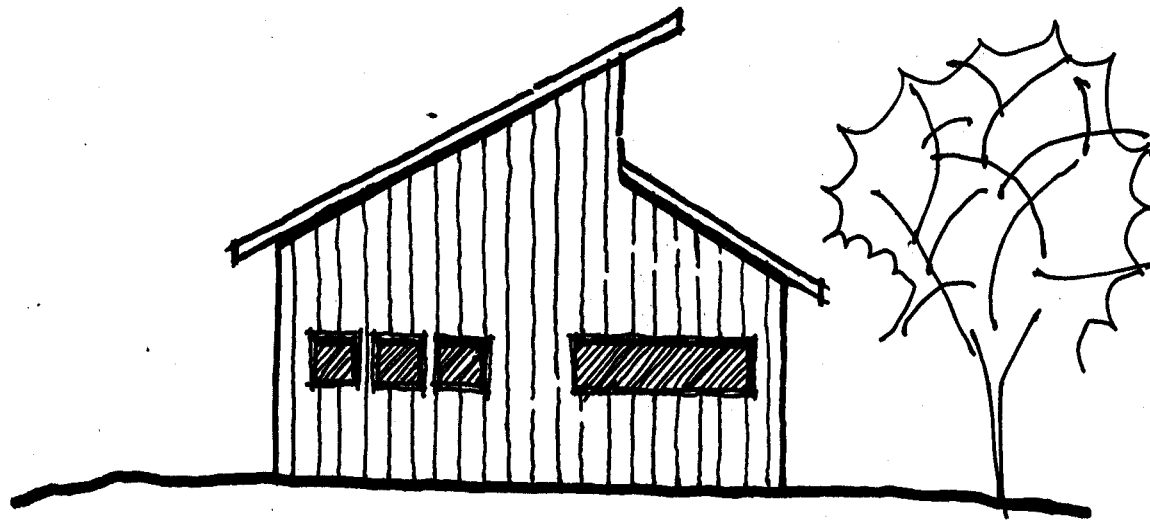
Building Elevations

Page 27

- Two Elevations of the Building
 - Front Elevation of the Building
(Front = Main Entrance)
 - 2nd Elevation – Your Choice!



Elevation

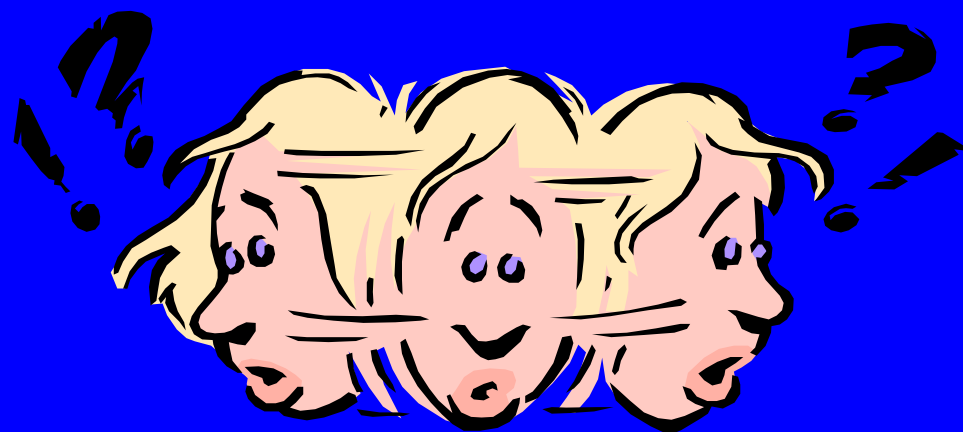


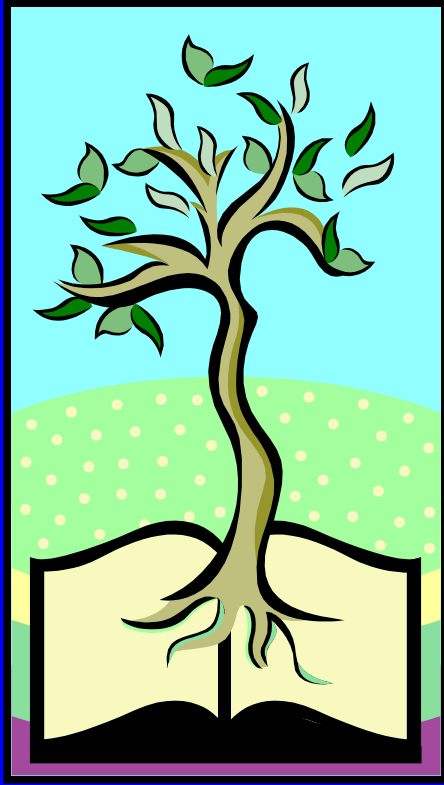
ELEVATION EXAMPLE

Outline Specifications

Page 27

- Describe:
 - Type & Quality of Building Systems
 - Such as Lighting & HVAC
 - Basic Components
 - Such as Sheetrock & Brick
 - Unique Components
 - Such as Marble & Granite
- Reference Applicable Sections:
 - State Statutes
 - State Building Codes



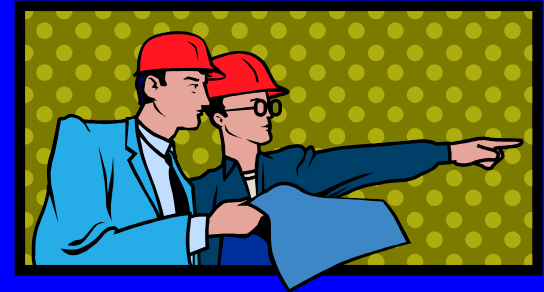


Required Studies Remodeling Projects

Which Projects Require Studies?

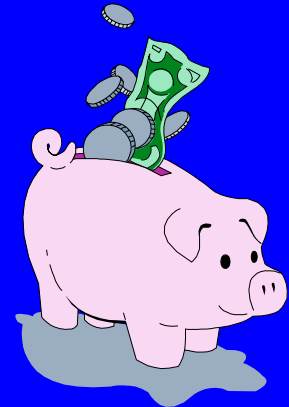
Page 25

- Projects that Involve Remodeling:
 - Remodeling an Existing Library
 - Without Expansion
 - With Expansion
 - Converting an Existing Building into a Library
 - Without Expansion
 - With Expansion



Why Are the Studies Needed?

- Identify Problems NOW,
Not Later
- Existing Conditions could increase costs
Significantly
- If you know now, you pay 35%, Not 100%!
- Saves Both Time & Money



What Studies Are Required?

Page 25-26

- All Applicants with projects that involve remodeling must submit the following studies:

 Structural Study

 Hazardous Materials Survey

 Energy Audit

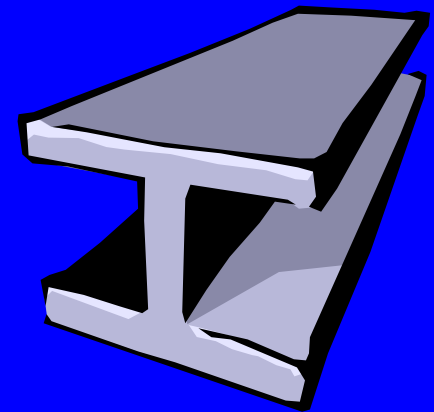
 ADA-Access Compliance Study

 Project Feasibility Study

Structural Study

Page 25

- Assesses Structural Integrity of the Existing Building
- Performed by a Licensed Structural Engineer



Hazardous Materials Survey

Page 25

- Determines the presence of hazardous materials, and
- Provides a cost estimate for removal or abatement
- Performed by “Registered Environmental Assessor”:
 - California EPA
Office of Environmental Health Hazard Assessment
- Performed by “Asbestos Consultant”:
 - California Occupational Safety and Health Administration





- To Assess Existing Facility's Energy Efficiency
- To Recommend Energy Efficiency Measures
- Performed by a Licensed Engineer

ADA Study (Access Compliance)

Page 26

- ADA Study also known as “Access Compliance” Study
- Assess existing facility’s limitations for use by individuals with disabilities
- Recommend improvements to make the facility more accessible
- Performed by an ADA Consultant



Project Feasibility Study

Page 26

- Determine the feasibility of using an existing building for the proposed public library project
 - Will spaces fit in the building?
 - Can the spatial relationships be accommodated?
 - Can the building systems support the library's needs?
- Performed by an architect or engineer



